

HARVEY DECLARATION
EXHIBIT 64
REDACTED VERSION



Human Resources Manager Briefing

Fall 2005
Apple Need to Know Confidential

Wednesday, June 13, 2012

Agenda

Part 1

- Timeline
- Performance Reviews
- FY06 Merit
- Compensation Framework
- Training Reminder-Harassment Prevention

Part 2

- Review of Tips and Tools
 - Merlin Demo
 - Performance review tools
 - Performance management
- Q & A

Performance Review Timeline

Action	Timing
	

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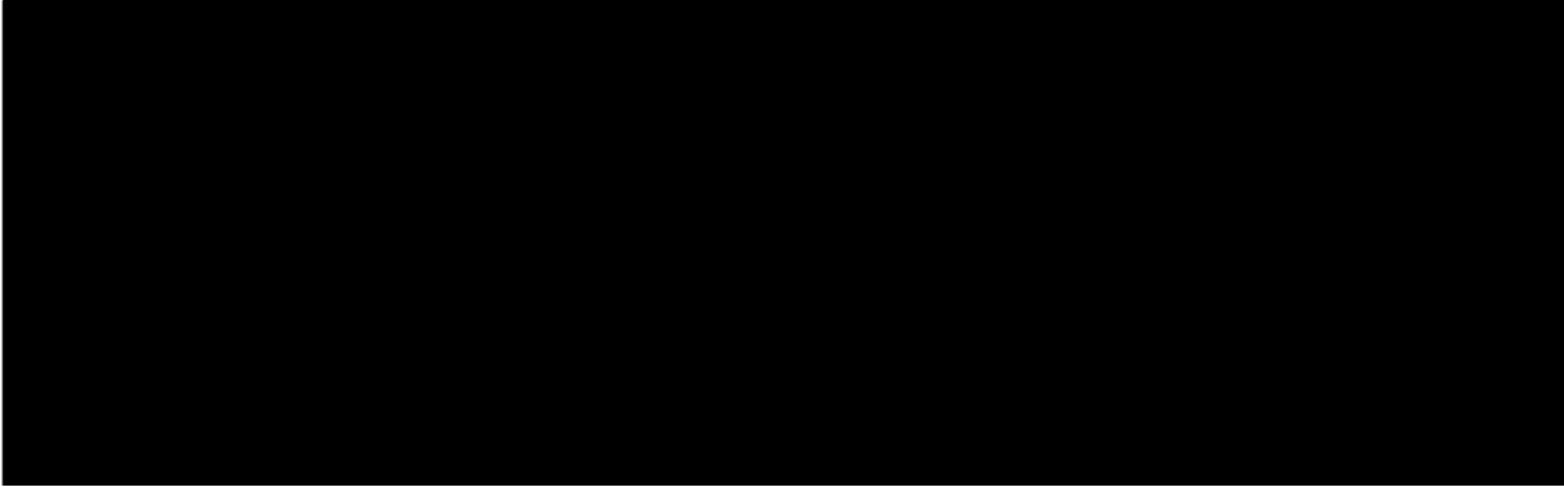
This year's performance reviews

Managers need to complete an employee performance review for all eligible employees.

This means both:

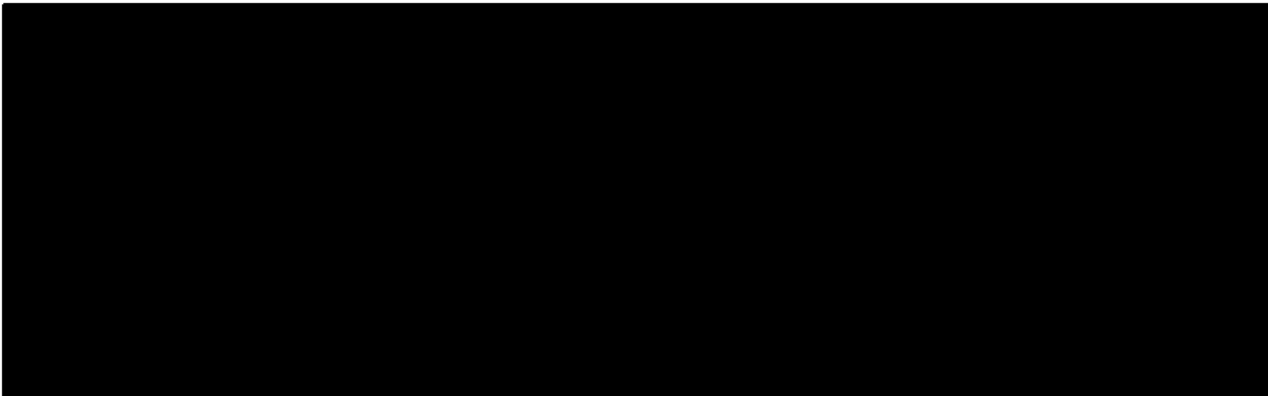
- Conducting a performance review and merit increase conversation
- Completing review form
 - Review period is 12/10/04 - 12/10/05

Performance review: eligible employees



Performance review preparation

- Review last year's performance
- Evaluate goal achievement and progress

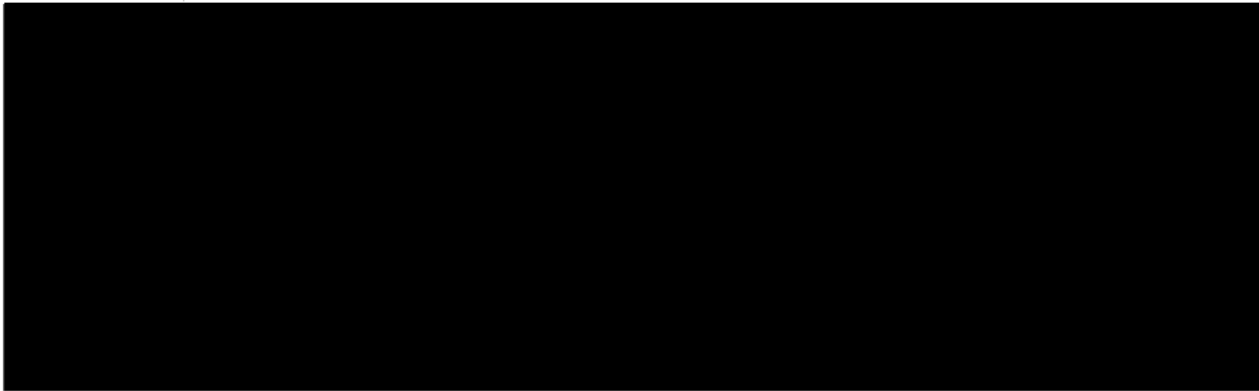


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Handout example of 360 feedback email

Complete Review Form



Performance review conversation

Once review is approved in Merlin, you can communicate to the employee. The increase cannot be communicated until we receive approval from Compensation.

Review past year and progress towards goals:

- Share your view of successes
- Share your view of areas for improvement
- Ask for employee's perspective

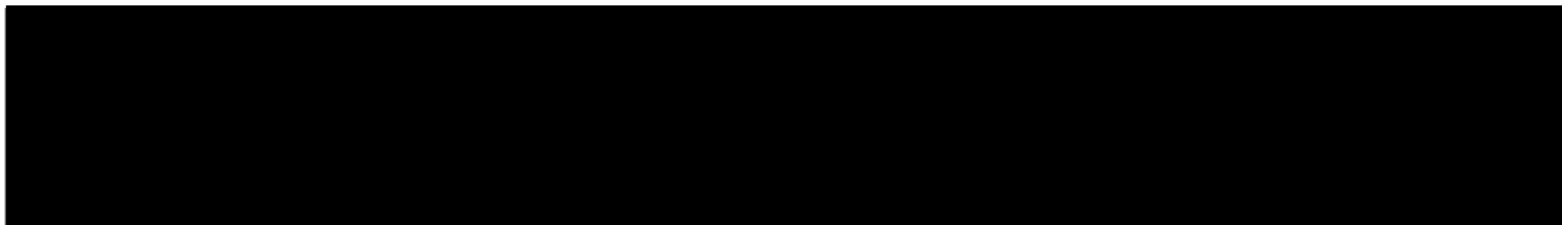
Discuss rating and merit increase

Discuss Comp Framework: New level and title

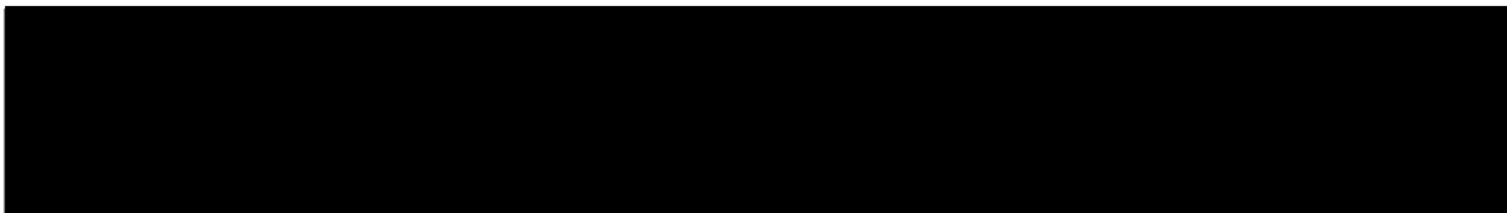
Set new goals

Merit increase eligibility

Eligible:



Ineligible:

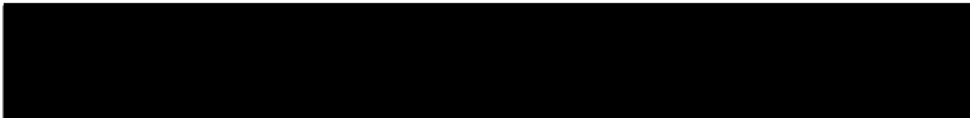


Making merit decisions

Determine each employee's merit increase based on:

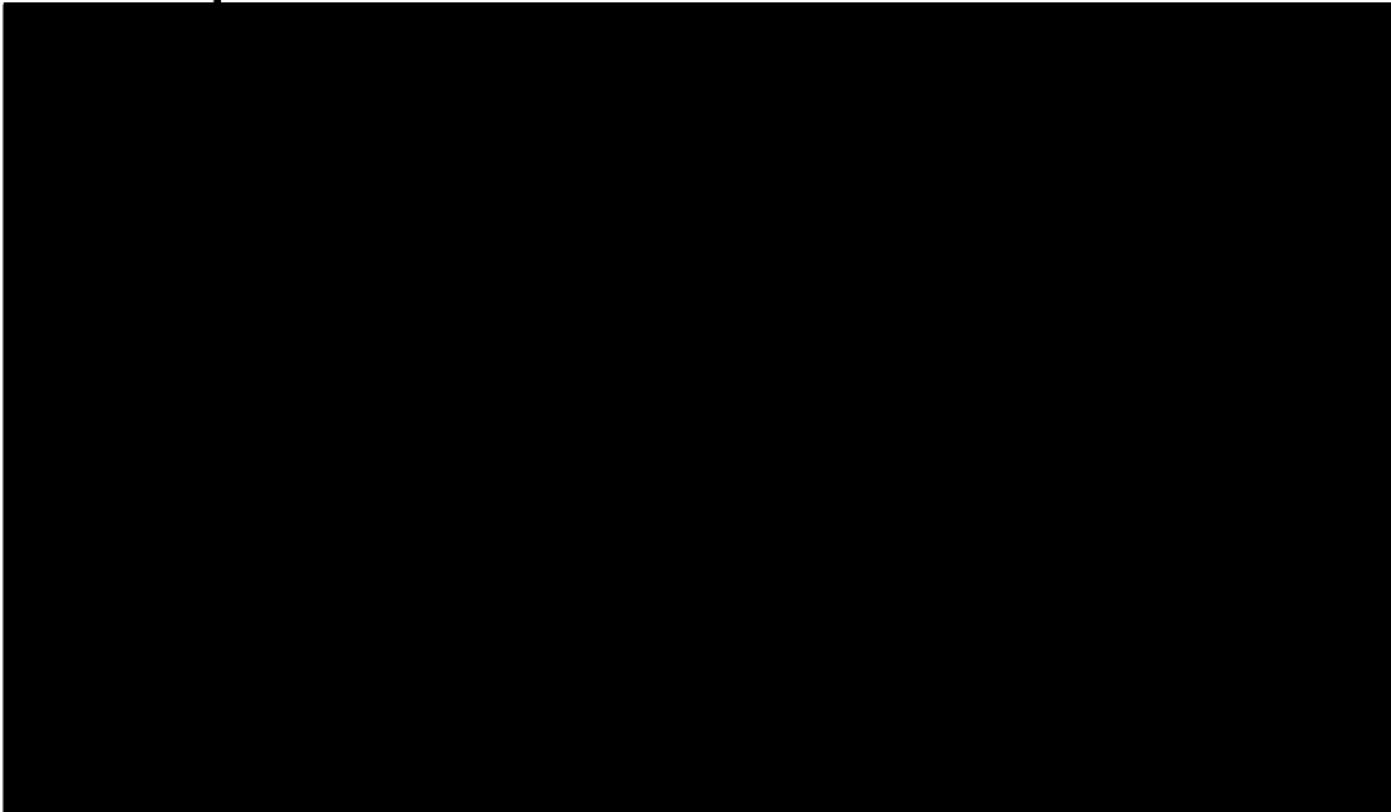
- Employee's performance
- Market competitiveness
- Internal equity
- Use guidelines as a tool

Concentrate larger increases among best performers

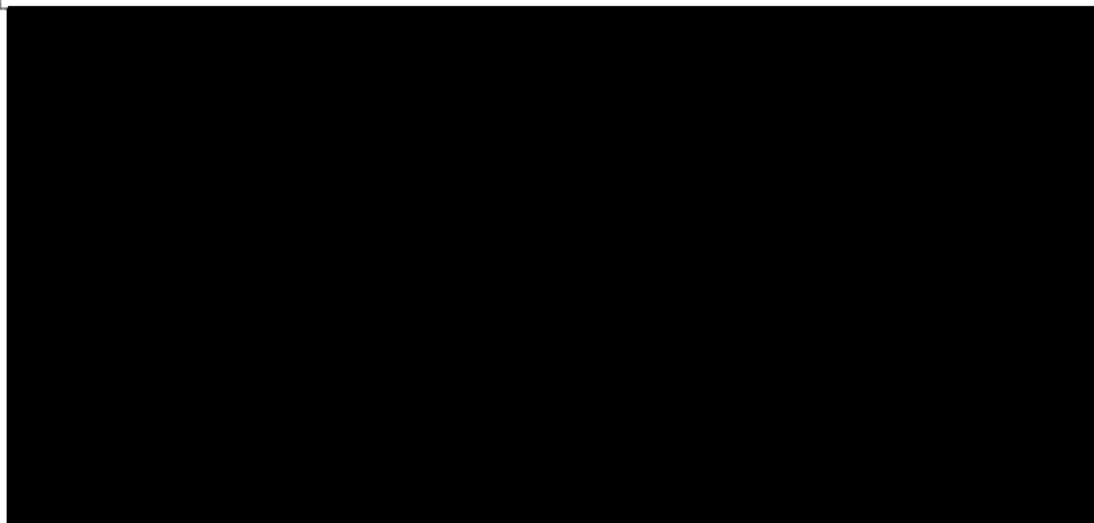


All reviews must be entered and approved in Merlin before you discuss them with employees. Increases can be discussed after we receive notification from Compensation.

Compensation Framework



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Compensation Framework

US Salary Structure



Training Reminder Preventing Harassment

Required course for managers

- All US-based employees with supervisory responsibilities are required to complete the training program
- 2-hour web-based training
- Required completion by January 1, 2006
- Training is completion/no-completion (not pass/fail)

Part 2

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Tips and Tools

Merlin Demo Performance Management

Performance Review Tools Performance Management

Performance Management

Merlin Demo

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Demo the review process and planning tool

Performance Review Tools

HRWeb

- Performance Review Templates
- “Managing Performance”
 - Preparing for Reviews
 - Avoiding Rating Errors
 - Delivering Reviews
 - “Ask the Experts”
 - Setting Goals
 - Providing Feedback
- MyPlan

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[hrweb.apple.co](http://hrweb.apple.com)
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Performance management vs. performance review

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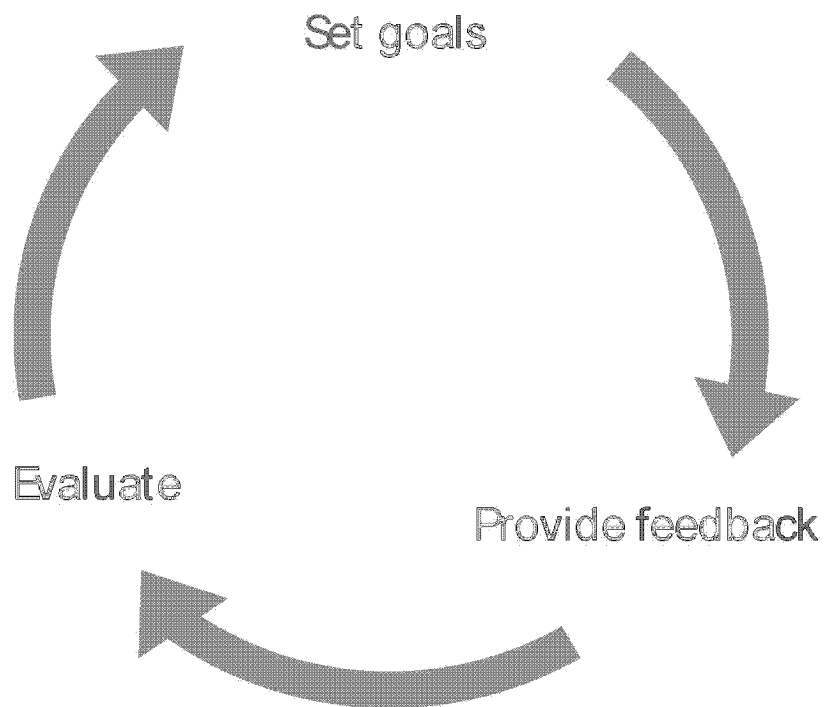
Performance management:

- Continuous process—not a once-a-year event
- Ongoing updates and modifications to goals
- Ongoing feedback, coaching, and documentation

Performance review:

- Isolated conversation—a once-a-year event
- Formal “bookend” for performance management cycle
- The performance review = a conversation about performance; not merely completing a form

Performance management process



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Performance management begins with goals

Goals can be about both:

- What the employee gets done (projects, products, services)
- How the employee gets it done (communication, customer focus, organization)

Goals should:

- Link employees' goals to department and organization goals
- Be flexible enough to be modified as circumstances change
- Be motivating
- Be clear, specific, and measurable
- Be agreed to by employee and manager

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Give feedback on progress towards goals

Depending on the situation, feedback can be:

- Formal or informal
- Focused or comprehensive

Feedback should always be:

- Fair, relevant, and connected
- Delivered at the right time and place
- A dialogue between employee and manager

Evaluate

Regularly revisit goals based on:

- Changing business conditions
- New projects
- And more

Take action:

- Provide coaching and ongoing feedback
- Provide training and other development opportunities
- Recognize and reward high performance
- And—complete yearly performance review for employees

Performance management helps employees

- Know what's expected of them
- Know on a regular basis how they're doing
- Identify opportunities for development
- Understand the objective basis for their yearly performance review
- Receive recognition for high performance

Performance management helps you

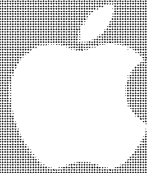
- Focus employees' efforts
- Link individual efforts to group and organizational goals
- Increase your team's skills
- Build your bench
- Develop objective means for evaluating employees
- Recognize high performance

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Questions?

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